



Single Sign On (SSO) and Subscription to the Michigan Automated Prescription System (MAPS) Practitioner/Pharmacist Registration Instructions

There are two steps in registering to the Michigan Automated Prescription System. The first step involves registering with the Single Sign On (SSO) to bring the user to the State of Michigan application portal, with the second step of actually registering to MAPS.

Begin by accessing the SSO by opening your web browser and entering <https://sso.state.mi.us/>.

Select *Register* from the State of Michigan Single Sign On screen.

A screenshot of a web browser window showing the "State of Michigan Single Sign On" login page. The browser's address bar shows "https://sso.state.mi.us/". The page has a header with the title "State of Michigan Single Sign On" and a navigation bar with links for "Login" and "Sign-Up". Below the header, there is a section titled "Please Login or Sign-Up to use Single Sign-On". This section contains two main panels. The left panel is titled "Login" and includes fields for "User ID:" and "Password:", a "Login" button, and a "Forgot Password?" link with a "Need Password" button. The right panel is titled "Sign-Up" and includes a message: "If you are a new user to Single Sign-On, click Register to create your User ID and Password." Below this message is a "Register" button, which is circled in red.

Complete the requested practitioner information; the registration must be in the practitioner's name. Select *Continue*.

A screenshot of the "State of Michigan Single Sign On" registration page, titled "REGISTRATION- Step 1". The page includes a note: "* Indicates required field". Below this, there are four required fields: "First Name *", "Middle Initial", "Last Name *", and "Email Address *". Each field has a corresponding text input box. Below the fields, there is a note: "NOTE: Users who have been assigned a State of Michigan email address must use this address to register." At the bottom of the form, there are two buttons: "Continue" and "Clear". The footer of the page reads "Copyright © 2008 State Of Michigan. All rights reserved".

Enter a four digit number of your choice or generate a random four digit number to create your User ID. Confirm the number shown in the blue box by entering it into the empty box. Select *Continue*.



The screenshot shows the 'State of Michigan Single Sign On' registration page, Step 2. It has a header with the state logo and a bridge image. Below the header, it says 'REGISTRATION- Step 2'. The main content area contains two sections. The first section asks the user to 'Please Enter a four digit number to create a unique User ID' with a text input box and a link 'Why should I enter this number?'. Below this, it says '(OR) Please generate a random four digit number for me' with radio buttons for 'Yes' and 'No'. The second section asks the user to 'Enter the number as it is shown in the box below' with a text input box. At the bottom of the form are three buttons: 'Back', 'Continue', and 'Clear'. A copyright notice 'Copyright © 2008 State Of Michigan. All rights reserved.' is at the very bottom.

A *User Registration Confirmation* screen will appear. Confirm all information and select *Submit*.



The screenshot shows the 'State of Michigan Single Sign On' user registration confirmation page. It has the same header as the previous page. Below the header, it says 'USER REGISTRATION CONFIRMATION'. The main content area contains a message 'Please review the following information. Click Submit' with a mouse cursor pointing at the 'Submit' button. Below this, there is a list of fields: 'First Name', 'Initial', 'Last Name', 'Email Address', and 'Your User Id will be', each followed by a colon and a text input box. At the bottom of the form are two buttons: 'Back' and 'Submit'. A copyright notice 'Copyright © 2008 State Of Michigan. All rights reserved.' is at the very bottom.

You will receive a message stating your request is being processed. Select *Close*.



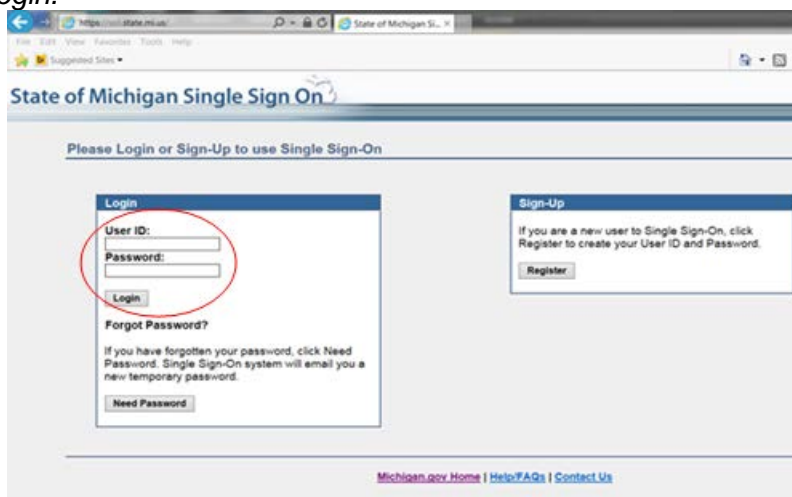
The screenshot shows the 'State of Michigan Single Sign On' request being processed page. It has the same header as the previous pages. Below the header, it says 'Your request to be registered to the Michigan Web Site is being processed. You will receive an Email within 24 hours with your User Id and password.' At the bottom of the form is a single button: 'Close'. A copyright notice 'Copyright © 2008 State Of Michigan. All rights reserved.' is at the very bottom.

You will receive an email from SSO_Administrator@michigan.gov which will provide you with details regarding your User ID and Temporary Password to access the SSO.

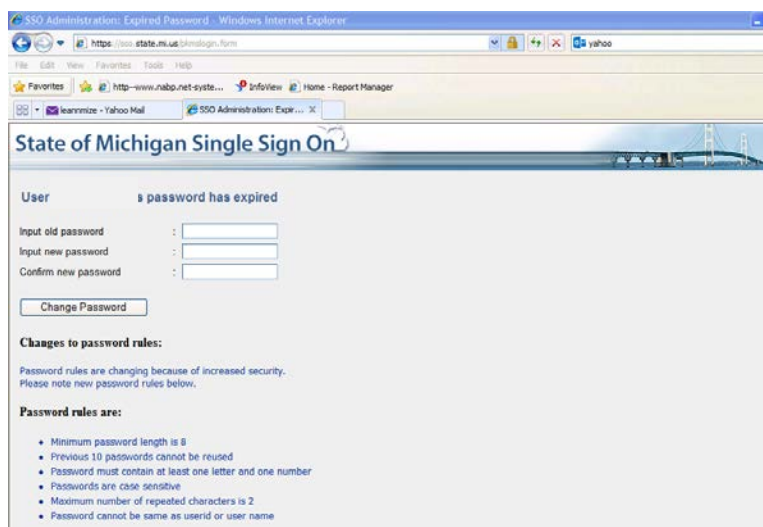


The screenshot shows an email from 'SSO_Administrator@michigan.gov' with the subject 'New UserId Information from State of Michigan Single Sign ON'. The email body contains a link 'Click here to login' and a message 'The following new UserId has been created for you:'. Below this message is a table with four rows: 'Owner Name:', 'User Id:', 'Password:', and 'Time of service provision:'. Each row has a corresponding text input box. The email header shows the date 'Friday, March 20, 2009 2:53:26 P'.

Access the SSO website at <https://sso.state.mi.us/> and enter your assigned User ID and Temporary Password. Select *Login*.



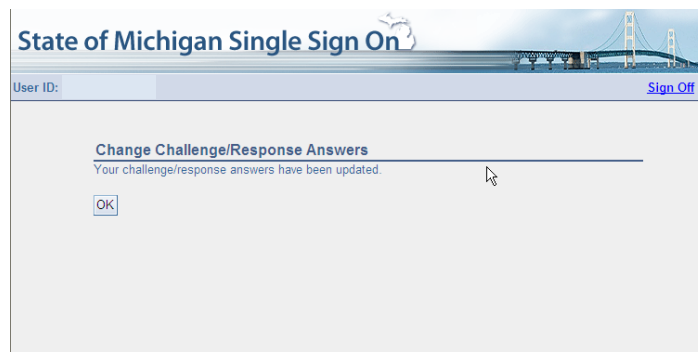
Your **Temporary** Password will automatically expire and you will be prompted to create a new password. Complete the information and select *Change Password*.



Complete the *Change Challenge/Response Answers*. Select *OK*.



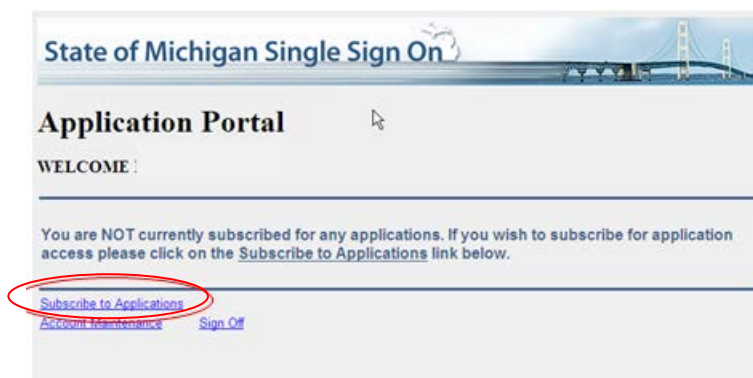
Select *OK* for the following screen.



Select *Done* for the following screen.



You will automatically be routed to the SSO *Application Portal*. Select *Subscribe to Applications*.



Select *Dept of Licensing and Regulatory Affairs* in the first list of options, and *Michigan Automated Prescription System* from the second list of options. Select *Next*.



Enter your work telephone and select *Continue*.

The screenshot shows the 'State of Michigan Single Sign On' page for the 'Michigan Automated Prescription System'. It features a header with the state logo and a bridge image. Below the header, it says 'Subscription For: Michigan Automated Prescription System'. A note indicates that asterisks (*) denote required fields. There are two input fields: 'Work Phone*' containing '555-555-5555' and 'Your E-mail*'. A small text note below the phone field says '(Include area code eg: 517-123-3456)'. At the bottom of the form are three buttons: 'Continue', 'Reset', and 'Back'. A copyright notice at the very bottom reads 'Copyright © 2008 State Of Michigan. All rights reserved'.

Confirm information and select *Confirm*.

The screenshot shows the 'State of Michigan Single Sign On' page for 'User Enrollment Confirmation For: Michigan Automated Prescription System'. It includes a header with the state logo and a bridge image. The main heading is 'User Enrollment Confirmation For: Michigan Automated Prescription System'. Below this, it says 'Please review the following information. Click Confirm or Back'. A box labeled 'User Info' contains the following fields: 'User ID', 'Email Address', 'Full Name', and 'Phone Number'. At the bottom of the form are two buttons: 'Confirm' and 'Back'. A copyright notice at the very bottom reads 'Copyright © 2008 State Of Michigan. All rights reserved'.

At this time, your subscription request has been submitted. Select *Close*.

The screenshot shows the 'State of Michigan Single Sign On' page with a success message. The header features the state logo and a bridge image. The main text says 'Your subscription request has been submitted successfully. You will be notified upon approval.' Below this text is a single button labeled 'Close'. A copyright notice at the bottom reads 'Copyright © 2008 State Of Michigan. All rights reserved'.

You will receive an email notification confirming your subscription to MAPS.

The screenshot shows an email notification from 'SSO_Administrator@michigan.gov'. The subject line is 'Your Request for Access to MAPS'. The email body contains the following text: '**** THIS IS AN AUTO-GENERATED E-MAIL. PLEASE DO NOT RESPOND DIRECTLY TO THIS E-MAIL. ****' followed by 'Your request for access to the Michigan Automated Prescription Services (MAPS) application has been approved. The MAPS application link will be available the next time you log into the Single Sign-On system.' The email is dated 'Friday, March 20, 2009 3:12:15 PM'.

Once you have received the email notification above, access the SSO via the link in the email or via your internet browser at <https://sso.state.mi.us/>. Enter your assigned User ID and Password. Select *Login*.

The *Michigan Automated Prescription System* link will be available at this time. Select this link to finalize your subscription.

The following *User Details* screen will appear and you will need to finalize your subscription. Select “NO” for the question ‘Do you work for MDCH?’ and complete one of the three following options pertaining to your licensed profession.

IMPORTANT NOTE

DEA #s will begin with two letters and consist of seven numbers (i.e. AB1234567)

License #s will begin with a prefix of two numbers pertaining to each type of license and then an additional eight numbers:

Medicine 43 (4312345678-a total of 10 numbers)
Osteopathic 51
Podiatric 59
Pharmacist/Pharmacy 53
Nurse Practitioners 47
Physician Assistant 56
Dentist 29
Veterinarian 69

- If you are a prescriber who **DOES NOT** dispense controlled substances in your office, complete as shown below:

Do you work for MDCH ? ☐ Yes ☒ No

User Type

☒ Practitioner
☐ Pharmacist
☐ Pharmacy Software Vendor
☐ Law Enforcement Officer
☐ Pharmacy Benefit Manager

Please ensure that email address you entered is a valid one and is readily accessible. Once you register you will be required to confirm the registration by following prompts provided in an email from MAPS

Name
 User Id
 Email
 *Phone - -
 *Last 4 of SSN
 *DEA #
 * License #
 (10 Digit License Number-No Alpha Characters)

- If you are a prescriber who **DOES** dispense controlled substances in your office, complete as shown below:

Do you work for MDCH ? ☐ Yes ☒ No

User Type

☒ Practitioner
☒ Pharmacist
☐ Pharmacy Software Vendor
☐ Law Enforcement Officer
☐ Pharmacy Benefit Manager

Please ensure that email address you entered is a valid one and is readily accessible. Once you register you will be required to confirm the registration by following prompts provided in an email from MAPS

Name
 User Id
 Email
 *Phone - -
 *Last 4 of SSN
 *DEA #
 * License #
 (10 Digit License Number-No Alpha Characters)

(Enter practitioner License #)

- If you are a pharmacist/pharmacy complete as shown below:

Do you work for MDCH ? ☐ Yes ☒ No

User Type

☐ Practitioner
☒ Pharmacist
☐ Pharmacy Software Vendor
☐ Law Enforcement Officer
☐ Pharmacy Benefit Manager

Please ensure that email address you entered is a valid one and is readily accessible. Once you register you will be required to confirm the registration by following prompts provided in an email from MAPS

Name
 User Id
 Email
 *Phone - -
 *Last 4 of SSN
 *DEA #
 * License #
 (10 Digit License Number-No Alpha Characters)

Once you select *Submit*, your subscription will be activated at which time you will be able to request MAPS reports on patients and/or submit prescription data information.

Contact the MAPS staff with any questions at 517-373-1737 or email at BPL-MAPS@michigan.gov.